

**481—71.10 (135G) Administrator.**

**71.10(1) *Administrator required.*** Each subacute care facility shall have one person in charge who is duly approved by the department or acting in a provisional capacity in accordance with these rules.

**71.10(2) *Qualifications of an administrator.*** The administrator shall be at least 21 years of age and shall have a high school diploma or equivalent. In addition, the person shall meet at least one of the following conditions:

*a.* Be a mental health professional, as defined in Iowa Code section 228.1(6), with at least one year of experience in an administrative capacity; or

*b.* Have a four-year degree in human services, psychology, sociology, nursing, health care administration, public administration, or a related field and have a minimum of one year of experience in the field; or

*c.* Have a master's degree in human services, psychology, sociology, nursing, health care administration, public administration, or a related field; or

*d.* Be a licensed nursing home administrator.

**71.10(3) *Administrator—distinct part.*** If a subacute care facility is a distinct part of a licensed health care facility, the administrator of the facility as a whole may serve as the administrator of the subacute care facility.

**71.10(4) *Provisional administrator.*** A provisional administrator may be appointed on a temporary basis by the subacute care facility licensee to assume the administrative responsibilities of the facility for a period not to exceed 12 months when the facility has, through no fault of its own, lost its administrator and has not been able to replace the administrator, provided the department has been notified and has approved the provisional administrator prior to the date of the administrator's appointment. The provisional administrator must meet the requirements of subrule 71.10(2).

**71.10(5) *Administrator—initial licensing of facility.*** A facility applying for an initial license shall not have a provisional administrator.

**71.10(6) *Duties of administrator.*** An administrator shall:

*a.* Be responsible for the implementation of procedures to support the policies established by the licensee;

*b.* Select and direct competent personnel who provide services for the subacute care facility;

*c.* Make a policies and procedures manual available to all staff;

*d.* Be responsible for a monthly in-service educational program for all employees and maintain records of programs and participants;

*e.* Make staff payroll records available for departmental review as needed;

*f.* Furnish to the department within 30 days of the department's request statistical information concerning the operation of the facility.